



HamiltonSchool

A PLACE OF EDUCATION, GROWTH & OPPORTUNITY



JOB DESCRIPTION

Grade

Grade 7

Purpose

To support the SENCO in the effective coordination and delivery of SEND provision across the school, including statutory processes, annual reviews, alternative provision, external agency liaison, staff training and student support, ensuring compliance with statutory requirements and positive outcomes for all learners.

Staff Responsibilities

Line management responsibility for up to 4 Teaching Assistants. Staff group: Teaching Assistants.

Deployment

Fixed-site deployment at Hamilton School.

Financial Accountability

No budgetary responsibility.

Key accountabilities

- Support the effective implementation of teaching and learning for students with SEND through accurate communication of needs, strategies and provision.
- Maintain accurate, confidential and up-to-date SEND records, systems and statutory documentation.
- Coordinate annual reviews, EHCP processes, referrals and alternative provision arrangements in line with local authority and national requirements.
- Monitor attendance, progress, interventions and outcomes for students with SEND.



JOB DESCRIPTION

- Support quality assurance activities to evaluate the effectiveness of SEND provision and interventions.
- Provide operational support to the SENCO to ensure consistent practice, effective communication and continuous improvement.
- Develop positive partnerships with staff, families, local authorities and external agencies to secure coordinated support for students with SEND to support positive outcomes for students with SEND.

Relationships

The postholder will build positive, professional relationships with a wide range of stakeholders, including Trust and school leaders, colleagues across Maiden Erlegh Trust, students, parents and carers, plus external partners. These relationships are central to creating a collaborative, supportive environment that enables shared success and strong outcomes for all. Act as a key point of contact for parents, carers, external professionals and school staff regarding SEND and alternative provision matters and maintain effective communication to support students' needs.

Supporting Maiden Erlegh Trust

The postholder may occasionally support other Maiden Erlegh Trust schools, promoting collaboration, professional growth, and the sharing of effective practice. This cross-Trust work provides opportunities to learn from colleagues, contribute to improvement initiatives, and strengthen our community.

Main duties and accountabilities

Teaching and Learning

- Support the effective implementation of SEND provision by ensuring accurate and timely communication of student needs, support strategies and provision requirements to staff.
- Contribute to the coordination, maintenance and sharing of SEND information to enable staff to plan effectively for individual student needs.
- Lead on the management and development of Provision Map, ensuring interventions, student profiles, support plans and outcomes are accurately recorded and reviewed.



JOB DESCRIPTION

- Deliver SEND and inclusion induction training for new staff, ensuring understanding of SEND processes, procedures and student needs.
- Provide guidance and support to teaching and support staff regarding SEND provision, interventions and inclusive practice.
- Assist with the planning and delivery of SEND-related training and professional development for staff.
- Communicate relevant SEND information to teachers and appropriate staff to support effective classroom practice.
- Support the implementation and review of pupil support plans, SEND records and intervention programmes.

Assessment

- Coordinate annual review processes for students with Education, Health and Care Plans, including scheduling meetings, preparing documentation, gathering reports, recording minutes and completing follow-up actions.
- Monitor annual review timelines to ensure statutory deadlines are met and all documentation is submitted within required timescales.
- Assist the SENCO with EHCP consultations, annual review submissions and local authority processes.
- Review SEN Support Plan targets tri-yearly, collate relevant data and communicate outcomes to parents/carers.
- Monitor and track SEND student attendance, progress and outcomes, producing reports and analysis as required.
- Complete Education, Health and Care Needs Assessment administrative processes.
- Track correspondence relating to EHCP applications, funding requests and local authority communications.

Behaviour Management and Student Wellbeing

- Work collaboratively with attendance, pastoral and safeguarding teams to support students with persistent absence and identify appropriate interventions.
- Maintain accurate, confidential and secure SEND records in accordance with GDPR and information-sharing requirements.



JOB DESCRIPTION

- Ensure information relating to student needs is shared appropriately at key transition points and when updates occur.
- Act as a first point of contact for SEND queries, providing clear, professional and timely responses.
- Support arrangements that promote positive wellbeing, participation and inclusion for students with SEND to help remove barriers to learning and engagement.

Pastoral and Inclusion

- Ensure the SEND register and associated student information are accurate, complete and up to date.
- Liaise with local authorities, external agencies and alternative provision providers to coordinate support and appropriate educational placements.
- Support the management and monitoring of students accessing alternative provision, including attendance, progress and communication with providers.
- Attend and contribute to multi-agency meetings, Team Around the Child meetings, professional meetings and EHCP reviews as required.
- Deputise for the SENCO at meetings and in communications with external agencies when required.
- Coordinate external referrals, including those relating to CAMHS, Speech and Language and other specialist services.
- Coordinate Educational Psychologist and agency visits, including proofreading reports and managing follow-up actions.
- Support the coordination and review of classroom support plans and provision arrangements, ensuring current information is shared with relevant stakeholders.
- Ensure provision is accurately recorded and monitored through Provision Map systems.
- Assist with transition arrangements for students with SEND entering, leaving or moving between educational settings.
- Support the induction and transition of students with SEND during key transition stages.

Trust Culture

- Contribute to the overall ethos, values and aims of Hamilton School and Maiden Erlegh Trust.
- Support effective working relationships with colleagues across the Trust and with external partners.



JOB DESCRIPTION

- Promote collaborative working and the sharing of effective practice across teams and services.
- Maintain high standards of professionalism, integrity and commitment to inclusion.

Other

- Provide a full range of administrative support, including work relating to confidential matters, for the SENCO and SEND department.
- Update Bromcom, Provision Map and associated systems with SEND information, professional reports and relevant student data.
- Prepare, distribute and maintain correspondence, reports, letters and documentation relating to SEND provision.
- Manage meeting arrangements for the SENCO, including scheduling, administration and record keeping.
- Complete and submit external referral documentation as required.
- Lead SEND administrative functions, including the management of SEN and medical laptops, account set-up for SEND provisions, room bookings, newsletters and SEND bulletins.
- Provide administrative support for interventions, reviews and meetings.
- Maintain effective record keeping, filing, photocopying and general office administration.
- Support the Access Arrangements Officer and Exams Officer to ensure compliance with Joint Council for Qualifications requirements.
- Maintain records relating to access arrangements, including testing, consent and approvals.
- Collect staff feedback relating to access arrangements.
- Respond to access arrangements enquiries from Post-16 providers.
- Attend training and meetings relevant to the effective performance of the role.

Line Management

- Create an inclusive working environment for your team and effectively manage team members, ensuring that appropriate HR policies and processes are followed.
- Support the development of your team, for example, by identifying training needs, suggesting development options and providing coaching and mentoring.
- Work with team members to resolve conflicts, concerns or problems, and address well-being issues as they arise



HamiltonSchool

A PLACE OF EDUCATION, GROWTH & OPPORTUNITY

JOB DESCRIPTION

Other requirements and responsibilities

- Comply with and assist in the development of policies and procedures relating to child protection, safeguarding, health and safety, security, equal opportunities and data protection.
- Contribute to the overall ethos, work and aims of the school.
- Carry out such other associated duties as are reasonably assigned by the Headteacher.
- Enhanced DBS clearance is required.
- Maiden Erlegh Trust is committed to safeguarding, equality and promoting the welfare of children and young people.
- All employees are expected to share this commitment and uphold the highest standards of professional conduct.
- Maintain awareness of safeguarding procedures and report concerns in accordance with school and Trust policies.
- Participate in training and professional development relevant to the responsibilities of the role.